



Supervising Engineer (Civil Section), Office of Architecture and Construction

Exam Code: 8PB01

Department: Department of General Services
Department of Corrections and Rehabilitation

Exam Type: Departmental, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Supervising Engineer (Civil Section), OAC – \$9,870.00 – \$12,356.00 per month

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **six (6)** months.

How To Apply:

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the “Taking the Exam” section.

Special Testing Arrangements:

If you require special testing arrangements due to a verified disability or medical condition, please contact:

California Department of Human Resources
CalCareer Service Center
1810 16th Street
Sacramento, CA 95811

Bulletin Date: 4/20/2018

Phone: (866) 844-8671

Email: CalCareer@CalHR.CA.GOV

California Relay Service: 7-1-1 (TTY and voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device

MINIMUM QUALIFICATIONS

Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers. **AND**

Two years of civil engineering experience in a supervisory capacity equivalent in responsibility to that of a Senior Engineer in the California state service.

POSITION DESCRIPTION

Supervising Engineer (Civil Section), Office of Architecture and Construction

Department of General Services:

Under general direction, to plan, direct and review the work of the civil engineering staff in the headquarters office of the Office of the State Architect and to give technical assistance to the Office's civil engineering staff in Los Angeles; and to do other related work.

Plans, directs and reviews the work of a staff of engineers in the design of roads, streets, walks, sewers, storm drains, sewage treatment plants, retaining walls, grading, and water supply systems for State facilities designed by the Office of State Architect and in specialized design for the Department of Fish and Game. Directs or performs site suitability studies for State facilities; supervises the preparation of, and reviews legal property descriptions, easements and public utility agreements and property surveys for State agencies requiring this service; supervises and reviews the preparation of specifications and estimates for all projects assigned the Civil Engineering Section.

Department of Corrections and Rehabilitation:

Under the general direction of the Principal Architect (Chief, Design Services), this position is responsible for developing civil and structural engineering standards, designs and planning for renovation, repair and maintenance projects at the existing adult institutions, juvenile justice facilities and conservation and maintenance camps. This position supervises a civil and structural engineering staff consisting of senior civil and structural engineers and civil engineers (deep class) engaged in project management, design and consultation on a variety of projects.

EXAMINATION SCOPE

This examination consists of the following components:

Training and Experience Evaluation – Weighted 100% of the final score.

The examination will consist solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

KNOWLEDGE OF:

1. Principles and practices of civil engineering
2. Methods and materials used in the design and construction of varied civil engineering projects
3. Legal property descriptions of land
4. Methods of studying and determining site locations for construction projects, and evaluation of the location
5. Principles and practices of personnel management and supervision
6. Preparation of engineering specifications
7. Hydraulics, sewage and water treatment, grading and paving, surveying, mapping, drafting, and design of structures and storm drains
8. The Office's Equal Employment Opportunity Program objectives
9. A manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives.

ABILITY TO:

1. Plan, direct, organize and coordinate the work of a staff of engineers and technicians
2. Establish and maintain cooperative relations with client agencies, utility companies, and municipalities
3. Prepare and review difficult and comprehensive reports and correspondence
4. Speak and write effectively
5. Effectively contribute to the Office's Equal Employment Opportunity objectives.

ELIGIBLE LIST INFORMATION

A departmental open eligible list for the Supervising Engineer (Civil Section), OAC classification will be established for:

California Department of General Services

California Department of Corrections and Rehabilitation

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **12 months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and the Veterans' Preference Application (Std. 1093) is available [online](#). Additional information on veteran benefits is available at the Department of Veterans Affairs.

EXAMINATION INFORMATION

[Preview Training and Experience Evaluation](#)

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TAKING THE EXAMINATION

Take the examination for the [Supervising Engineer \(Civil Section\), Office of Architecture and Construction](#) classification.

TESTING DEPARTMENTS

California Department of General Services

California Department of Corrections and Rehabilitation

CONTACT INFORMATION

California Department of Human Resources
CalCareer Service Center
1810 16th Street

Sacramento, CA 95811
Phone: (866) 844-8671
Email: CalCareer@CalHR.CA.GOV

California Relay Service: 7-1-1 (TTY and voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Department of Human Resources (CalHR) reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the

assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.